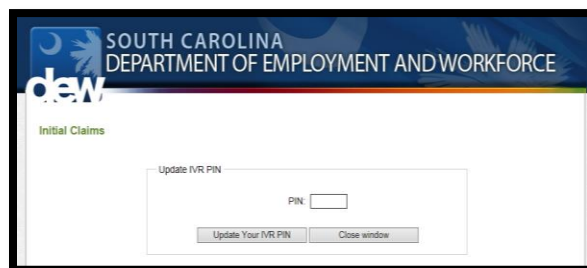


## GUIDE TO UPDATING YOUR IVR PIN

**Step 1:** Log on to MyBenefits.dew.sc.gov, enter your User ID and click **Next**. Enter your password and click **Login**. On the homepage, select **Update your IVR PIN**.



**Step 2:** You are now ready to select your new IVR PIN. Enter a four digit numerical PIN, click **Update Your IVR PIN** to approve the changes.



**Step 3:** Once you click **Update Your IVR PIN**, you will receive a message that reads **IVR PIN Updated Successfully**. You can now click **CLOSE window**. If your weekly certification has not been filed, you can file your weekly certification through your My Benefits Portal.

